

BSC Board Meeting on Dec. 11, 2024

Present: Dennise, Nancy, Ellen S., Ellen K., Bridget, Greg, and Ray.

**Meeting started at 6:58 PM. Minutes** approved for November with one correction, The Board approved 4 parking spaces for rental. Ellen S. moved to approve corrected November minutes. Greg seconded. Board approved.

Board voted by email to approve providing access to building for childcare providers.

Ray looked at hardware on doors with Dennise. Both agreed a slider at the base would make the door more secure.

**Action Item:** Dennise will ask Gayle for handyman to help with front door latches.

Bridget worked with Ray to set up a new gmail account for worship committee business.

**Action Item:** Bridget will ask Ray to advise the Board as to what his new gmail account is for handling worship business.

Security cameras were found and can be installed.

**Action Item:** Bridget will activate use of new security cameras and will let us know once completed. Will work with Dennise if assistance is needed.

**Treasurer's Report:** Greg explained his submitted report to the Board. Ellen K. moved to approve and Bridget seconded the motion. Treasurer's Report approved.

**Action Item:** Greg will look into Paychex opt out tax support.

Elevator installation required carpet replacement that does not match the mezzanine carpet. Greg will put amount for new mezzanine carpet in next year's budget. Dennise agreed to write checks as needed for Greg on Tuesday during her office hours. Board went into Executive Session to discuss payroll matter.

Entered Executive Session

**Action Item:** Board will consider staff bonuses if predicted surplus occurs.

**Old Business:** Nancy is transitioning out of administrative role. Dennise will hold office hours 10 to 12 on Tuesdays. Dennise advised of new protocol for processing deposits: Pending deposit form kept in blue folder on her desk pending the return of deposit slip. Then all documents filed. Board approved taking a picture of deposit slip and emailing to office.

Greg will email Mark and Kristi and ask for their hours to give to Paychex monthly. Nancy and

Greg will work on Paychex monthly payment issues, review finance activities, and enter Empower for Kristi every month. Nancy and Dennise will work on building/maintenance issues.

Parking lot rentals: Sean with truck is renting one spot. Two other people have expressed an interest in renting spots. Steve Kagan wants the city to put a handicapped spot in front of building. If city denies request, we will consider putting one in our parking lot. In the meantime, Dennise will hold off offering 4th spot pending this outcome. If anyone should express interest, she will advise before moving forward.

**New Business:** New Memorandum of Understanding (MOU) with trust. Removed reference for required financial record keeping. Added a sentence giving them authority to consider non-structural improvements as well. Ellen K. moved to accept the MOU. Ellen S. seconded. Board passed the motion.

**Action Item:** Dennise and Ellen K. will draft a warrant for the semi-annual meeting warrant to be emailed on the 21st of Jan. for the Feb. 2 meeting. Details: 10:00 to 10:30 for service and 10:30 to 11:30 for meeting and 11:30 to 12:30 potluck

Membership update: Dennise reviewed most current Membership Directory (April 2024); previous suggested updates not made and it is missing information. Sent emails out to ACTIVE members to confirm still active. Didn't receive quite a few responses, so need to move to INACTIVE. Bylaws state a specific process / timeline.

**Action Item:** (Dennise and Ellen S.) Letters will be mailed out on Jan. 2 (30 days before the semi-annual meeting) to folks who have been inactive.

Facilities report: Brighter light needed in Eddy Hall. Still an issue.

**Action Item:** Dennise will get quotes on graffiti removal.

Trust will pay for boiler room wall repair. Get rid of old paint cans in back hallway. Robbie has agreed to help with the kitchen. Drinkable water needed. \$30 a month for machine and 3 bottles.

**Action Item:** Dennise will get quote of water service rental package.

**Action Item:** Nancy will share info about paint removal with Dennise who will make arrangements to get rid of it.

Sam Bell (progressive RI State Senator) has asked to use Eddy Hall for free to hold a community meeting regarding public educational funding. Moving forward, public community meetings are at no charge as long as BSC rep will volunteer to be onsite person. If not, we need to possibly charge a stipend.

**Action Item:** Nancy will follow up with Sam regarding community meeting.

**Calendar for Counting Money and Cider:** Dec. 15 Ellen S. Dec 22 Greg. Need a greeter on Dec. 24, Christmas Eve Service. Dec. 29 Greg. Jan. 5 Ellen S. Jan. 12 Ellen K. Jan. 19 Ellen S. Jan. 26 Greg.

**Next meeting** Jan. 8 at 7 on ZOOM.

**Adjournment:** 8:23 PM. Bridget moved to adjourn. Ellen S. seconded. Passed by vote.